



architects

a publication of the california architects board ■ public protection through examination, licensure, and regulation



IDP Basics

Key Information About NCARB's IDP

The Intern Development Program (IDP) is the nationally recognized training program for architectural interns that requires the compilation and maintenance of a record of internship activity reflecting structured exposure to 16 key areas of architectural practice. IDP is administered and maintained by the National Council of Architectural Registration Boards (NCARB).

IDP was developed to meet the following objectives:

- define areas of architectural practice in which interns should acquire basic knowledge and skills;
- encourage additional training in the broad aspects of architectural practice;
- provide the highest quality information and advice about educational, internship, and professional issues and opportunities;

Effective January 1, 2005, the California Architects Board (CAB) will require that, prior to licensure, new candidates complete an evidence-based structured internship program developed by CAB called Comprehensive Intern Development Program (CIDP) in conjunction with the Intern Development Program (IDP) of the National Council of Architectural Registration Boards (NCARB). We have produced this special edition newsletter to provide both interns and architects information on this new requirement.

- provide a uniform system for documentation and periodic assessment of internship activity; and
- provide greater access to educational opportunities designed to enrich training.

Through participation in IDP, interns will gain the experience and knowledge that will enable them to become competent architects who can make positive contributions to our society. Additionally, IDP will provide firms access to a pool of highly skilled interns and architects

with comprehensive training in all areas of professional practice.

As administrator of IDP, NCARB has defined all aspects of the program in the *Intern Development Program Guidelines*, including entry points, training requirements, allowable training settings and conditions, supervisor and mentor responsibilities, record keeping forms and procedures, and fees. California interns must comply fully with all of the provisions of IDP as defined by NCARB in the *IDP Guidelines*.



Key Information About NCARB's IDP

Entry Points: When Can Interns Begin IDP?

NCARB specifies that interns may begin earning training units after satisfactory completion of any of the following:

- three years in a National Architectural Accrediting Board (NAAB)- or Canadian Architectural Certification Board (CACB)-accredited professional degree program;
- the third year of a four-year pre-professional degree program in architecture accepted for direct entry to an NAAB- or CACB-accredited professional degree program;
- one year in an NAAB- or CACB-accredited Master of Architecture degree program for interns with undergraduate degrees in another discipline; or
- 96 semester credit hours as evaluated by NAAB in accordance with NCARB's Education Requirement, of which no more than 60 hours can be in the general education subject area. (For the purpose of calculating years of education, 32 semester credit hours or 48 quarter credit hours shall equal one year in an academic program.)

CAB has established the entry point for interns who do not have an NAAB- or CACB-accredited professional degree, which is consistent with the entry point established by NCARB for accredited degree holders. California interns who do not have an accredited degree can begin earning credit toward NCARB's IDP after completion of three years of education equivalents based on CAB's Table of Equivalents, as evaluated by CAB. (See CAB's Web site, at http://www.cab.ca.gov/pdf/tofeq_2003-new.pdf for the Table of Equivalents.)

Category A: Design and Construction Documents**Minimum Training Units Required**

1. Programming	10
2. Site and Environmental Analysis.....	10
3. Schematic Design	15
4. Engineering Systems Coordination	15
5. Building Cost Analysis	10
6. Code Research	15
7. Design Development	40
8. Construction Documents	135
9. Specifications and Materials Research	15
10. Document Checking and Coordination	10
Total Training Units Required	350*

* This total includes the 275 minimum training units required, plus 75 additional training units that must be earned in any of the Training Areas 1-10.

Category B: Construction Contract Administration**Minimum Training Units Required**

11. Bidding and Contract Negotiation	10
12. Construction Phase-Office.....	15
13. Construction Phase-Observation	15
Total Training Units Required	70*

* This total includes the 40 minimum training units required, plus 30 additional training units that must be earned in any of the Training Areas 11-13.

Category C: Management**Minimum Training Units Required**

14. Project Management	15
15. Office Management	10
Total Training Units Required	35*

* This total includes the 25 minimum training units required, plus 10 additional training units that must be earned in either Training Area 14 or 15.

Category D: Related Activities**Minimum Training Units Required**

16. Professional and Community Service	10
Total Training Units Required	10
TOTAL IDP TRAINING UNITS REQUIRED	700*

* The required minimum in Categories A, B, C, and D totals 465 training units. The additional 235 training units may be acquired in any of the listed categories.

Training Requirements Provide Exposure to All Aspects of Architectural Practice

Interns must complete a total of 700 training units in the 16 Training Areas. One training unit is equal to eight hours of work experience. Each IDP Training Area is composed of Core Competencies that individuals should be able to accomplish at the completion of their internship. Along with the Core Competencies, two types of activities—“Awareness and Understanding” and “Skills and Application” are included for each Training Area.

The chart on page 2 lists the four IDP Categories and 16 Training Areas and the minimum training units required for each.

What Training Settings and Conditions Are Acceptable?

NCARB recognizes various settings in which interns may earn training units, as defined in the *IDP Guidelines*. There is no limit on the amount of credit an intern can earn while under the direct supervision of a registered architect when the organization is in the charge of a person who acts as a principal and encompasses the comprehensive practice of architecture (including each of the 16 Training Areas). At least 235 training units must be earned under this Training Setting.

Interns can earn a limited amount of credit under the direct supervision of either a registered architect in settings other than described above or a registered engineer or landscape architect. Some credit can also be earned for full-time teaching or research in an NAAB- or CACB-accredited professional degree program. To a lesser extent, interns can earn credit for training obtained under the direct supervision of others who are experienced in the tasks the intern is performing (e.g., interior designers, planners, or contractors) and for community service.



In most Training Settings, interns must work at least 35 hours per week for a minimum period of 10 consecutive weeks, or at least 20 hours per week for a minimum period of six consecutive months to earn training units.

Understanding the Responsibilities of a Supervisor and Mentor

The *IDP Guidelines* stipulate that a supervisor is the individual within the firm or organization who supervises the intern on a daily basis, regularly assesses the quality of his or her work, and periodically certifies the intern's documentation of training activity. The intern and supervisor must work in the same office under circumstances where personal contact is routine. Supervisors are usually registered architects; however, in certain cases, interns may be supervised by others who are experienced in the tasks the intern is performing (see above What Training Settings and Conditions Are Acceptable?). The supervisor is responsible for:

- providing reasonable opportunities for the intern to gain adequate experience in each IDP Training Area;
- meeting regularly with the intern to review training progress and to verify the intern's IDP Training Report;
- encouraging the intern to participate in seminars and utilize other supple-

mentary education resources; and

- conferring, if needed with the intern's mentor.

The mentor is a registered architect, usually from outside the intern's firm, with whom the intern meets periodically to review training progress and discuss career objectives. The supervisor may also be the mentor. The mentor is responsible for:

- meeting regularly with the intern to review training progress and to sign the intern's IDP Training Report;
- suggesting additional training and supplementary education activities;
- providing guidance to enhance the intern's professional growth; and
- conferring, if needed with the intern's supervisor.

NCARB publishes the *IDP Mentor Guidelines* as a reference tool for mentors.

Interns Need to Carefully Comply with Record Keeping Procedures

NCARB maintains the records for interns enrolled in IDP. Following is a summary of the procedures for establishing an IDP Council Record:

- Interns complete the application for Council Record (www.ncarb.org/forms) and submit it to NCARB with the appropriate fee.



Key Information About NCARB's IDP

- NCARB acknowledges receipt of the application and mails Employment Verification/IDP Training Unit Report forms to the intern.
- Interns prepare the forms and mail them to schools and employers.
- Schools and employers return the forms directly to NCARB.

NCARB will notify interns every six to eight weeks regarding outstanding items.

Interns are responsible for keeping their NCARB records updated. They should prepare and submit Employment Verification/IDP Training Reports approximately every four months until they have satisfied all training requirements. Each time an intern submits an IDP Training Report, NCARB mails an IDP Periodic Assessment Report back to the intern. The IDP Periodic Assessment Report provides a detailed summary of the intern's training progress and it may be used as a tool to determine where additional training is needed.

What Are the Fees for IDP Participation?

NCARB currently charges interns \$285 for compiling the Council Record for the first three years. This includes one transmittal of the IDP Council Record to a member board. An additional \$50 per year is assessed for each year beyond the first three years until IDP is completed. Students and recent graduates (within six months of graduation) may submit \$100 with their NCARB IDP application and pay the balance, plus any annual increases, before the Council Record is transmitted.

For more detailed information about IDP and to view the *IDP Mentor Guidelines*, visit NCARB's Web site at www.ncarb.org/idp/index.html. To view the entire *IDP Guidelines*, visit CAB's Web site at www.cab.ca.gov/pdf/idp_guidelines.pdf.

Understanding the Requirements of CAB's CIDP

The Comprehensive Intern Development Program (CIDP) is a California-specific requirement involving evidence-supported documentation of training and enhanced intern and supervisor interaction and communication. CIDP must be fulfilled in conjunction with the nationally recognized Intern Development Program (IDP), which is administered by the National Council of Architectural Registration Boards (NCARB).

The CIDP requirements are consistent with NCARB's IDP requirements and result from an intern's completion of the IDP Skills and Application Activities (SAAs). Since CIDP is aligned with the 16 IDP Training Areas, interns maintain their Council Record of training units for NCARB while simultaneously maintaining their CIDP records for CAB.

As administrator of CIDP, CAB has created the *CIDP Handbook*, which defines all aspects of CIDP, including the Evidence Requirements; intern, supervisor, and mentor roles and responsibilities; and record keeping forms and procedures.

Evidence Requirements: Work Samples and Written Narratives

The Evidence Requirements are the foundation of CIDP. Interns are required to provide documentation (or evidence) that demonstrates completion of specified SAAs in each of the 16 IDP Training Areas. Interns discuss their evi-



Since CIDP is aligned with IDP's 16 Training Areas, interns maintain their Council Record of training units for NCARB while simultaneously maintaining their CIDP records for CAB.



dence documents with their supervisors during periodic progress reviews. For each specified SAA, CIDP requires one of two types of documentation.

Work Sample: This type of evidence is the by-product of the intern's day-to-day work in one or more SAA(s) for a given Training Area. While Work Sample documents will not always be solely produced by the intern, they must be documents that the intern had substantive involvement in preparing and which he or she is able to demonstrate understanding of in discussion with the supervisor. Work Samples may be graphic or written. Graphic Work Samples may include: bubble diagrams, site plans, floor plans, elevations, sections, and details. Written Work Samples may include specifications, applications for approval, reports, client and project team

communication (reports, memoranda, correspondence, meeting minutes, etc.), construction administration documents (change orders, change directives, field observation reports, etc.), and cost estimates.

Written Narrative: This type of evidence requires the intern to write a narrative that adequately communicates the learning he or she achieved relative to a specific SAA and to reflect on training experience. The Written Narrative must be authored solely by the intern. The primary purpose of the Written Narrative is to convey an understanding of the content or process of the SAA. An additional purpose is for the intern to demonstrate important communication skills to the supervisor. Written Narratives may include analysis, summary, comparison of alternatives, evaluation of alternatives, self-reporting of actions, or self-evaluation of strengths and weaknesses relative to the SAA.

In some cases, a single Work Sample must be used to satisfy the Evidence Requirements for more than one SAA, thus demonstrating training experience in the interrelationship of the individual activities. In such situations, one supervisor must sign off on the single Work Sample presented for the various activities.

In other instances, a single Work Sample may be used to satisfy the Evidence Requirements for more than

IDP Training Area	IDP Skills and Application Activities	Type of CIDP Evidence Required
	Training Category A - Design and Construction Documents	
1: Programming	<ul style="list-style-type: none"> ■ Demonstrate an understanding of program requirements by developing and writing the following: <ul style="list-style-type: none"> • the qualitative and quantitative requirements for a project, • questions for an owner/user interview and • a checklist for an owner/user survey. 	Written Narrative
	<ul style="list-style-type: none"> ■ Relate the budget and schedule to owner's program. 	Written Narrative
2: Site & Environmental Analysis	<ul style="list-style-type: none"> ■ Document and evaluate location options on one site. ■ Investigate and incorporate regulatory restrictions (e.g., parking, zoning, building codes, ADA). ■ Evaluate natural conditions (e.g., topography, vegetation, climate considerations, orientation). ■ Research and document constructed conditions (e.g., infrastructure, building foundation). ■ Document access to utilities. 	One or More Work Sample(s) for Listed SAAs
	<ul style="list-style-type: none"> ■ Develop a project's program into alternative conceptual design proposals. 	Work Sample
3: Schematic Design	<ul style="list-style-type: none"> ■ Communicate the intent of the design orally, graphically, and in writing to facilitate the client's decision-making process. 	Work Sample
	<ul style="list-style-type: none"> ■ Coordinate the consultants' activities relative to the schematic design. 	Written Narrative
	<ul style="list-style-type: none"> ■ Incorporate relevant code requirements into the schematic design. 	Written Narrative
4: Engineering Systems Coordination	<ul style="list-style-type: none"> ■ Research and assist in the selections of appropriate engineering systems. 	Written Narrative
	<ul style="list-style-type: none"> ■ Coordinate engineering system documents. 	Work Sample
5: Building Cost Analysis	<ul style="list-style-type: none"> ■ Prepare preliminary cost analysis using: <ul style="list-style-type: none"> • unit cost/building type basis (cost/square foot), • unit cost basis (material labor), and • standard references such as Means and Dodge. 	Work Sample
	<ul style="list-style-type: none"> ■ Evaluate life-cycle cost information in relation to specifications. 	Written Narrative
	<ul style="list-style-type: none"> ■ Research value engineering opportunities. 	Written Narrative
6: Code Research	<ul style="list-style-type: none"> ■ Research all applicable codes. 	Work Sample
	<ul style="list-style-type: none"> ■ Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes. 	Work Sample
	<ul style="list-style-type: none"> ■ Develop a list of required agency approvals during final project reviews. 	Work Sample
7: Design Development	<ul style="list-style-type: none"> ■ Prepare design development documents from the approved schematic design. ■ Incorporate appropriate levels of detail in drawings and prepare outline specifications. ■ Coordinate and cross-reference documents. ■ Coordinate the work of consultants, identify conflicts between building systems, and resolve those conflicts. 	Single Work Sample for Listed SAAs
8: Construction Documents	<ul style="list-style-type: none"> ■ Prepare plan, elevation, section, and detail drawings that clearly augment the design development documents. ■ Coordinate and cross-reference documents including the work of consultants. 	One or More Work Sample(s) for Listed SAAs
9: Specifications & Material Research	<ul style="list-style-type: none"> ■ Prepare a descriptive and reference standard specification. 	Work Sample
10: Document Checking & Coordination	<ul style="list-style-type: none"> ■ Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents. ■ Coordinate drawings prepared by others for accuracy of dimensions, notes and indicator abbreviations. ■ Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc. ■ Apply standard document checking procedures, and make revisions and corrections from outline mock-ups, red-lined drawings, and project document sets. 	Single Work Sample for Listed SAAs

IDP Training Area	IDP Skills and Application Activities	Type of CIDP Evidence Required
Training Category B - Construction Administration		
11: Bidding & Contract Negotiation	▪ Develop and illustrate a comparative analysis of bids.	Work Sample
	▪ Research alternative methods of project delivery.*	Written Narrative
12: Construction Phase – Office	▪ Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor.	Work Sample
	▪ Process change orders, RFIs, and requests for clarifications.	Work Sample
	▪ Document conflicts that occur during the construction process and propose at least two alternative resolutions to a given conflict.	Written Narrative
	▪ Understand the procedure for a project close-out.	Work Sample
13: Construction Phase – Observation	▪ Document unforeseen conditions that arise during construction and develop several alternative solutions to resolve these problems.	Work Sample
	▪ Verify the completion of punch list tasks.	Work Sample
	▪ Take minutes at a regular job site meeting.	Work Sample
Training Category C - Management		
14: Project Management	▪ Develop a project work plan that includes task/responsibility definitions, personnel requirements, schedule, and budget.	Work Sample
15: Office Management	▪ Participate in the firm's marketing process.	Written Narrative
	▪ Understand the economic performance data or indicators used by the firm to track its performance.	Written Narrative
	▪ Understand the risk management process and related tools.	Written Narrative
Training Category D - Related Activities		
16: Professional & Community Service	▪ Any Skill and Application Activity	Written Narrative
* Requirement for CIDP only; not a specified SAA for NCARB's IDP.		

one SAA, but individual evidence for each activity is also acceptable. In these cases, multiple supervisors may sign off on the individual evidence presented for each activity at various times during the internship (each supervisor using a separate form).

What Are the Evidence Requirements?

The above chart lists the four Categories and 16 Training Areas for NCARB's IDP, as well as the CIDP Evidence Requirements for the SAAs. More detailed descriptions of the specific

requirements for each piece of evidence are contained in the *CIDP Handbook*, which is available at www.cab.ca.gov.

Intern, Supervisor, and Mentor: CIDP Roles and Responsibilities

The requirements and responsibilities of interns, supervisors, and mentors for IDP are described in the article on page 1. In addition, separate requirements and responsibilities apply for CAB's CIDP.

For CIDP, the intern is responsible for:

- verifying that the license status of his or her supervisor is current;

- participating in CIDP as specified by CAB's requirements and procedures;
- preparing and compiling CIDP evidence materials during the course of training;
- meeting with his or her supervisor on a frequent and regular basis to review and discuss evidence materials, and submitting signed CIDP Evidence Verification Forms to CAB;
- maintaining a master record of copies of all signed CIDP Evidence Verification Forms;

Continued on page 14

Questions & Answers for Interns

Following are answers to some questions that are frequently asked by interns regarding the CIDP/IDP requirement in California.



I've heard that California will require a different type of IDP. What is the difference and will it be accepted if I want to get licensed in other states or certified by NCARB?

CAB will be implementing a requirement for the same NCARB IDP that is now in effect in almost all (46+) other states. In addition, California will require an evidence-based component (CIDP). This supplemental documentation requirement is designed to encourage communication between the intern and the supervisor and to enhance training effectiveness and accountability. CIDP documentation relates to the Skills and Application Activities (SAAs) that are part of NCARB's IDP Training Areas. Specifically, the intern will be required to produce "evidence" materials for specified SAAs, and to review and discuss the materials with the supervisor. Evidence materials include: 1) Work Samples, which should be byproducts of the intern's normal work; and 2) Written Narratives, which will be separate written documents prepared by the intern describing a process or an understanding of a particular concept.

Since CAB will require the same IDP as other states, the NCARB IDP Council Record should be accepted by other states for licensure and by NCARB for certification—provided that interns have met all other requirements established by the state or by NCARB.

See the CIDP article on page 5 for further details.

I'm not currently eligible for the Architect Registration Examination (ARE), but I took some exams a few years ago in California. Will I have to complete CIDP/IDP?

It depends on how long ago you took your last exam. If you were previously deemed eligible, but have not taken an exam as a CAB candidate for five or more years, you are considered an "inactive" candidate. The five-year point is calculated from the date you took your last exam as a CAB candidate or the date CAB deemed you eligible if you have not taken any exams.

CAB purges the files of inactive candidates, but previous exam scores remain valid. An inactive candidate who wishes to reapply to CAB is required to submit the appropriate application and fee, as well as other required documents (transcripts, Employment Verification Forms, etc.) to allow CAB to determine the candidate's current eligibility based on CAB requirements in effect at the time of reapplication.

When the CIDP/IDP requirement becomes effective in California on January 1, 2005, candidates applying to CAB for the first time and inactive candidates reapplying for eligibility evaluation will be required to complete CAB's CIDP and NCARB's IDP prior to licensure. A candidate who is determined to be eligible prior to January 1, 2005 and who remains active in the exam process (no lapse of five or more years in taking exams) will be

exempt from the CIDP/IDP requirement in California.

I last took some exams about 10 years ago, so I'm now inactive. I recently requested that CAB not purge my file because I don't want to have to resubmit everything. I don't plan to take another exam until about 2006. Since CAB will still have my file, will I be exempt from the CIDP/IDP requirement?

No. You must be an active candidate on December 31, 2004 (and remain active) in order to be exempt from the CIDP/IDP requirement. Again, this means you must have no lapse of five or more years in taking exams. If you apply to reestablish your eligibility on or after January 1, 2005, you will be subject to the CIDP/IDP requirement. Your request that CAB not purge your file only means that the paperwork to support your application will be retained; it does not affect your activity status. To be exempt from the CIDP/IDP requirement, you would need to reestablish your eligibility prior to January 1, 2005.

If I am subject to the CIDP/IDP requirement, will I have to complete the whole program before I can be eligible to take the ARE?

No. In California, candidates will still be allowed to take the ARE upon verification of five years of education and/or work experience credit, as evaluated by CAB; however, most other states do require candidates to complete IDP prior to taking the ARE.

Continued on page 13

Questions & Answers for Supervisors & Firms

Following are answers to some questions that are asked by supervisors and other individuals at architectural firms regarding the CIDP/IDP requirement in California.

What does the CIDP/IDP requirement mean to my firm and to me as the supervisor of several interns who are at various stages on the path to licensure?

The impact on firms will vary, depending on where current interns are in the licensure process. A candidate who is determined to be eligible prior to January 1, 2005 will be exempt from the CIDP/IDP requirement in California, provided he or she does not become inactive due to a lapse of five or more years in taking exams. Candidates applying to CAB for the first time and inactive candidates reapplying for eligibility evaluation on or after January 1, 2005 will be required to complete CAB's CIDP and NCARB's IDP prior to licensure.

Even if the interns in your firm are exempt from the requirement, you and your interns may choose to participate in CIDP and IDP in order to establish a structure for internship and a path to licensure, and to facilitate the interns' possible future licensure in other states.

Supervisors are responsible for providing interns with reasonable opportunities to gain experience in the 16 IDP Training Areas and the related Skills and Applications Activities. Supervisors meet regularly with interns to review and discuss their training activity, to objectively verify the CIDP evidence materials, and to sign off on the required forms. These

reviews should be a natural extension of the normal employer/employee interaction. They may already be established parts of your office procedures, requiring only minor modifications to formalize the documentation using the required CIDP and IDP forms.

When one of the interns I supervise starts an IDP file, do I need to do anything to enroll in IDP with NCARB?

No. Supervisors do not need to "enroll" in IDP. The intern will identify you as his or her supervisor when submitting the application to NCARB, and you will sign the necessary IDP forms as the intern's supervisor.

I'm interested in being involved with IDP, but I don't currently employ any interns in my office. What else can I do?


Architects can take part in CIDP and IDP as a mentor, volunteering to help interns on their path to licensure. See page 3 for information on the responsibilities of a mentor. For more details, you can view NCARB's *IDP Mentor Guidelines* at www.ncarb.org/forms/mentor.pdf.

You may also wish to check with your local chapter of The American Institute of Architects (AIA) or the AIA, California Council (AIACC) for information on their mentoring program. The AIACC has established a Web site about mentoring at www.aiacc.org/mentoring/index.html.

What are the benefits of CIDP and IDP to my office?

While interns will gain from a broad, well-rounded training, firms will experience many benefits as well. Firms that support and promote CIDP and IDP will be able to attract, train, and keep quality employees. As interns develop increased competence, versatility, and productivity by being fully trained in the complexities of professional practice, they will become more valuable employees. In addition, the CIDP Evidence Verification Form and the IDP Training Report Form provide useful management tools for reviewing employee performance.





Is Your Supervisor's License Current?

Interns should be aware that in order to receive credit for work experience, the supervisor who signs their training forms must be currently licensed. When interns are considering job offers, they should contact CAB (or another state licensing board, if applicable) to verify that the person who would be serving as the supervisor holds a current and valid license in the state or jurisdiction where the experience will be taking place. Supervisors should also be aware of this requirement and ensure that they keep their licenses in good standing.

California interns can obtain a licensee's status by calling CAB at (916) 445-3394 or by performing a licensee search on our Web site at www.cab.ca.gov/querylic.htm.

Preparing Your Firm for CIDP/IDP Implementation

by Ron Ronconi, AIA, NCARB

As CIDP/IDP implementation approaches, firms need to be proactive in preparing for the new requirements. Preparing now will make the transition easier once the requirements take effect on January 1, 2005.

Some California firms, such as my own, have employed interns for years, and many already follow IDP guidelines. For those firms, formal implementation will be fairly transparent, involving a review of CIDP/IDP requirements and your internal processes to ensure CIDP/IDP guidelines are being followed.

Firms that have not informally followed IDP need to begin planning how they will implement the program. One key to successful implementation is to ensure that all the principals support CIDP/IDP. If some individuals still question the value of CIDP/IDP, remind them that the more thoroughly your interns are trained, the more your firm will benefit from having them on staff. A well-trained intern can take on increasing levels of responsibility and make positive contributions to your firm's bottom line. We have certainly seen this in our firm. When our interns are well-equipped to accomplish a particular task, the architects feel confident delegating responsibilities, which allows the architects to be more effective in the management of projects.

Some architects have expressed concerns that their firm will spend a lot of

time training an intern, and the intern will later move on to another firm. But there is a flip side: While your intern may leave to gain additional experience elsewhere, individuals who were trained under CIDP/IDP requirements at another firm will be available to work for you. The end result is that all firms will have access to a pool of interns and new architects with a higher level of competency in key areas of professional practice.

Select a CIDP/IDP Champion

Although all principals need to support CIDP/IDP, you may want to choose one individual to be the "CIDP/IDP champion." That person should strongly believe in CIDP/IDP and understand how it benefits both your firm and the profession. He or she will be responsible for ensuring that you are in compliance with the require-

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Preparing now will make the transition easier once the requirements take effect on January 1, 2005.

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ments. The champion will need some time apart from regular responsibilities to learn about the intricacies of CIDP/IDP and to establish internal processes that will mesh with your firm's culture. Once such processes are in place, CIDP/IDP is relatively easy to manage.

The champion should not be the sole participant in CIDP/IDP or the sole supervisor of interns. It's best to involve all principals in the program. In my firm, interns may be supervised by different architects, depending on the particular project or task they are assigned.

IDP Implementation for Sole Proprietors

Implementation of CIDP/IDP will be slightly different for sole proprietors who will need to be their own CIDP/IDP

champion. Although learning about CIDP/IDP and training an intern will take time, once you have trained the intern, he or she will be able to take on responsibilities and accomplish tasks that you typically had to do. This can be especially beneficial for sole proprietors; the more thoroughly you train your intern, the better he or she will be able to support you.

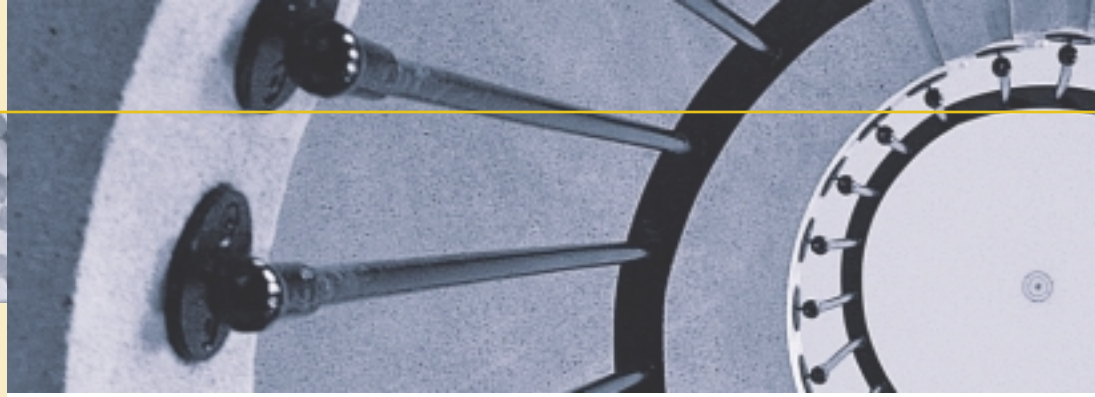
Establishing a System for Intern Reviews

The information in CAB's *CIDP Handbook* and NCARB's *IDP Guidelines* outlines the requirements for firms and describes what areas of training interns need and how to monitor and verify the training. Your firm will need to develop a system for periodic review of interns' progress. This system should be agreed to by all architects who will act as super-

visors. At our firm, we conduct general intern overviews twice a year, spending about one to two hours per intern at each overview. During the overview, the supervisor meets with the intern and reviews which IDP requirements he or she has fulfilled. The supervisor also discusses areas in which the intern needs additional training and how it can be obtained.

If interns will be assigned a primary supervisor, but will be working with others in the firm on particular projects, establish guidelines that specify how the interim supervisor and the primary supervisor will communicate and who will ultimately be responsible for verifying the interns' training.

Occasionally, interns may ask for reviews more frequently than you specify.



Important CIDP/IDP Web Sites

There are many resources out there relating to CIDP and IDP. Listed below are a few key sites that provide useful information for interns and for architects serving as supervisors and/or mentors.

www.cab.ca.gov/idp-main.htm

California Architects Board: information on the upcoming California internship requirements and a Question and Answer section, as well as the *2005 CIDP Handbook* and the *2003-2004 IDP Guidelines* in a pdf format

Also contains links to all of the following sites:

www.ncarb.org/idp/index.html

National Council of Architectural Registration Boards (NCARB): information on NCARB's IDP, full program details, IDP Training Unit Workbook for record keeping, and the *IDP Mentor Guidelines* in a pdf format

www.aiacc.org/mentoring/index.html

The American Institute of Architects, California Council (AIACC): resource for interns and architects in relation to mentoring

www.aia.org/idp

The American Institute of Architects: internship tools and information on NCARB's IDP

Define in your processes how you will handle such requests. For example, you may want to increase the review frequency as an intern nears completion of CIDP/IDP to better determine where he or she still requires experience. Such interim reviews may only require 30 minutes.

Identify who is responsible for initiating a review. In our firm, the interns bear the majority of the responsibility. They need to set up the time for the review and demonstrate that they have fulfilled a particular requirement. Be certain that interns understand this when they begin at your firm. Explain to interns that the firm's management team is a resource, but that each intern is responsible for organizing and ensuring documentation of his or her accomplishments.

Creating Training Opportunities for Interns

In many larger firms, interns obtain a lot of experience in construction document generation, schematic design, and design development. But they often have limited opportunities to meet with clients, participate in programming, and work in construction administration. As part of your CIDP/IDP processes, you might want to document various ways interns can meet CIDP/IDP requirements in areas that might be difficult given the nature of your firm.

Creating scenarios for interns to work on is an acceptable way to provide them exposure to specified Training Areas. For example, if an intern needs experience in programming, develop a scenario such as a client requesting space

planning for 10,000 square feet of office space. Ask the intern to show how he or she would put together the proposal and programming documents. Similarly, if an intern needs experience writing specifications, invent a client who needs to have cabinets built, and ask the intern to write the specifications and prepare the conceptual sketches. Make the intern aware that this work is to be done outside the office work hours.

CIDP Implementation: Verifying the Evidence Requirements

The internal processes you develop for CIDP will be similar to those implemented for IDP. The key difference is that individuals who supervise interns will need to gain an understanding of the CIDP Evidence Requirements and their responsibility to review interns' documentation and sign the Evidence Verification Forms. Additionally, all staff members who interact with interns should be aware of the interns' need to produce evidence materials, and processes should be established to provide interns an opportunity to do so in the normal course of their duties.

Knowledge and preparation are the key to making CIDP/IDP simple for your firm and an effective training tool for interns.





Questions & Answers for Interns

Continued from page 8

Keeping up with the CIDP and IDP requirements and completing all the paperwork seems like a lot of work. What is the best way to do this?

First, read through CAB's *CIDP Handbook* and NCARB's *IDP Guidelines* (both available at www.cab.ca.gov) to be sure you have taken all required steps. Before you begin fulfilling the CIDP/IDP requirements, familiarize yourself with the various Training Areas and the Core Competencies for each area. As you review the Training Areas, meet with your supervisor to discuss the best approach to fulfilling each area given the nature of the firm. In planning your tasks to fulfill IDP, also discuss with your supervisor ways that you can produce the CIDP Evidence Requirements.

Keep the *CIDP Handbook* and *IDP Guidelines* with you at work. Allocate some time each week to review your

progress and make notes on what activities you have done that week. Be aware that certain tasks may provide you with experience in more than one IDP Training Area. You can prorate time spent on a particular activity to various Training Areas. Discuss allocation of time with your supervisor.

Realize that although your supervisor wants to help you succeed, he or she is a busy professional trying to meet the demands of the firm. Be sure to set up a specified time schedule for meetings with your supervisor. Each time your supervisor signs off on an area, complete the necessary forms for both CIDP and IDP and submit them to CAB and NCARB, respectively.

Finally, let your supervisor know that you are willing to learn new tasks so that you can make a valuable contribution to the firm. Interns who take the initiative and are conscientious about meeting the CIDP/IDP requirements will be able to complete both in a timely manner.

I don't have an accredited degree in architecture. Does that mean I can't participate in NCARB's IDP?

No. An accredited degree is not required to participate in NCARB's IDP as a CAB candidate.

CAB has established an entry point for interns who do not have a degree accredited by the National Architectural Accrediting Board (NAAB). The entry point is consistent with the entry point

established by NCARB for accredited degree holders. California interns who do not have an accredited degree can begin earning credit toward NCARB's IDP after completion of three years of education equivalents based on CAB's Table of Equivalents, as evaluated by CAB. (See CAB's Web site, at http://www.cab.ca.gov/pdf/tofeq_2003-new.pdf for the Table of Equivalents.)

If I complete NCARB's IDP, does that mean that I can get licensed in any other state or certified by NCARB?

It depends on your other qualifications, primarily education. Each state establishes its own licensing laws, and NCARB establishes its own certification requirements. You should contact the individual state directly to find out their licensing requirements and contact NCARB to find out their certification requirements. Currently, approximately two-thirds of the states require that candidates have earned an NAAB-accredited degree in architecture to become licensed.

Be aware that many states are now implementing limitations on the validity period of ARE scores (e.g., no more than five years from the date you pass the first division to the date you pass the final division). Again, you should contact the individual state directly to find out its requirements and policies.

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Interns who take the initiative and are conscientious about meeting the CIDP and IDP requirements will be able to complete both in a timely manner.

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Understanding the Requirements of CAB's CIDP

Continued from page 7

- maintaining a detailed record of evidence materials utilized to meet the CIDP Evidence Requirement, using the *IDP Guidelines*' Notes sections as worksheets if desired; and
- monitoring progress in achieving training in each SAA, using the *IDP Guidelines*' checklists if desired.

In addition to the CIDP Evidence Requirement, interns should accomplish the SAAs for each of the 16 IDP Training Areas to help ensure that they achieve the related Core Competencies.

For CIDP, the supervisor is responsible for the following:

- ensuring that his or her license status is current when signing an Evidence Verification Form;
- providing reasonable opportunities for interns to obtain experience through participation or observation in each IDP SAA;
- meeting with interns on a frequent and regular basis to thoroughly review and discuss the CIDP evidence materials relative to the SAAs, and providing constructive comments to help guide interns' future training plans; and
- objectively verifying and signing off on CIDP Evidence Verification Forms when interns have successfully completed the Evidence Requirement for each activity.

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Interns must independently satisfy the CIDP (evidence-supported) requirements and report completion to CAB, while completion of IDP (training unit-based) requirements must be reported to NCARB.
”

Although the mentor plays a valuable role in the success of an intern's training, he or she has no formal responsibilities in CIDP. Mentors may (but are not required to) review and comment on CIDP evidence materials and the intern's experience in the SAAs.

CIDP Record Keeping Forms and Procedures

Interns must be participating in NCARB's IDP in conjunction with taking part in CIDP. To facilitate opportunities for reciprocal licensure in other states, California interns must adhere to all IDP requirements and procedures established by NCARB and described in NCARB's *IDP Guidelines*.

Although interns complete CAB's CIDP and NCARB's IDP simultaneously, the documentation for CIDP and IDP differs, and each must be separately recorded. Interns must independently satisfy the CIDP (evidence-supported) requirements and report completion to CAB, while completion of IDP (training unit-based) requirements must be reported to NCARB.

Interns compile the required CIDP evidence as they acquire training in the specified IDP SAAs. They maintain the evidence materials for review and discussion with their supervisors to demonstrate that each CIDP Evidence Requirement has been met. Accumulated CIDP evidence materials should be reviewed with the supervisor on a frequent and regular basis, but not less than twice a year. These reviews are a natural extension of the periodic review meetings that occur as part of NCARB's IDP.

After the supervisor determines that the intern has successfully completed the Evidence Requirements for one or more SAA(s), he or she signs the CIDP Evidence Verification Form, and the intern submits the signed form to CAB. Interns continue to submit Evidence Verification Forms to CAB until all Evidence Requirements are satisfied. They should keep a copy of each form they submit.

Over the course of the entire internship, multiple individuals may serve as a supervisor for an intern. Each supervisor must complete a separate CIDP Evidence Verification Form for the Evidence Requirements they review with the intern. Many supervisors will complete multiple forms for one intern because new forms should be completed and submitted every four to six months.

Interns are not required to submit the CIDP evidence materials (actual Work Samples or Written Narratives) themselves. However, CAB recommends that interns retain the approved evidence materials for future reference until they are licensed.

In addition to the CIDP Evidence Verification Form, interns should use NCARB's *IDP Guidelines* for two purposes related to CIDP. Appendix G of the *IDP Guidelines* defines each IDP Training Area and recommended Core Competencies. Each page contains a "Notes" section that interns and supervisors should use to describe the particular evidence submitted (project name, location, date, etc.). During the intern's periodic progress review, supervisors may include comments here about the evidence. The pages also contain a list of corresponding IDP SAAs. The lists should be used by interns and supervisors to monitor training progress. Interns should maintain both the Notes and Checklists for their own personal records—neither is submitted to CAB.

Starting a File with CAB

Prior to submitting any CIDP Evidence Verification Forms to CAB, interns need to establish a file with CAB. CAB will maintain a single file for each intern that includes exam records, CIDP

Evidence Verification Forms, and other pertinent material.

To establish a file, an intern must submit to CAB an Application for Eligibility Evaluation and a \$100 fee, along with supporting documentation, such as transcripts. Once an intern has verified five years of educational equivalents (as evaluated by CAB) and has been deemed eligible, he or she may begin taking divisions of the Architect Registration Examination (ARE). In California, this may be done simultaneously with participation in CIDP and IDP.

Interns who initiate their NCARB Council Record and begin IDP prior to starting their file with CAB can retain their CIDP documentation and CIDP Evidence Verification Forms until they have done so. Once the CAB file is established, interns may then submit their accumulated CIDP Evidence Verification Forms.

For more detailed information about CIDP, visit CAB's Web site at www.cab.ca.gov to obtain the *CIDP Handbook*. You can also download an Application for Eligibility Evaluation so you can set up a file with CAB. For more information on NCARB's IDP, see the article on page 1.



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In This Issue

CIDP/IDP

IDP Basics: Key Info About NCARB's IDP	1
CIDP Basics: Understanding the Requirements of CAB's CIDP	5
Questions & Answers for Interns	8
Questions & Answers for Supervisors & Firms	9
Preparing Your Firm for CIDP/IDP Implementation	10

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PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Forums Will Assist Interns, Architects, and Firms in Understanding CIDP/IDP

CAB will be holding Internship Forums to provide information about the CIDP/IDP requirement and to answer questions. Five events are being scheduled this fall at locations throughout the state. The Forums will run from 5:30 p.m. to 7:30 p.m. The tentative schedule is:

October 20	San Diego	November 10	Los Angeles
28	Sacramento	15	San Francisco
		18	Orange County

The specific locations are being finalized and will be announced on our Web site (www.cab.ca.gov) once they are set. Please visit the Web site periodically for updates.

If you cannot attend one of these presentations and have not been to one we have provided recently to various organizations and schools, look for the video version of the program early next year. CAB will be recording the presentation and making it available to various organizations and all accredited schools. For more information, contact CAB at (916) 445-3394 or visit our Web site.

Tell Us What You Think of Us

We'd like you to help us improve our service by giving us your honest opinion on the job we're doing. Our Web site now includes a 12-question survey that lets you assess our courtesy, accuracy, timeliness, efficiency, and overall performance. It also provides space for your comments on how we helped and where we need to focus our efforts. The survey is accessible through a link from the home page at www.cab.ca.gov.



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